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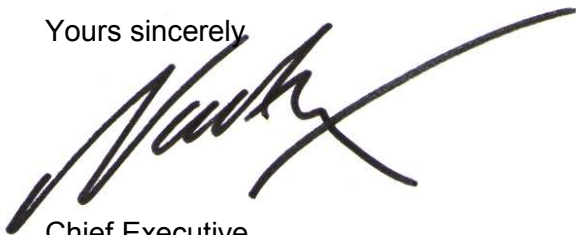
18 March 2009

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **GENERAL PURPOSES** Committee will be held in the HMS Brave Room at these Offices on Thursday 26 March 2009 at 5.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Pauline Hodding on (01304) 872305 or by e-mail at pauline.hodding@dover.gov.uk.

Yours sincerely



Chief Executive

General Purposes Committee Membership:

Councillor Mrs J C Record (Chairman)
Councillor C J Smith (Vice-Chairman)
Councillor B W Bano
Councillor G Cowan
Councillor P A Watkins

DECLARATIONS OF INTEREST

Members are required to disclose the existence and nature of a personal interest at the commencement of the item of business to which the interest relates or when the interest becomes apparent. An explanation in general terms of the interest should also be given to the meeting. If the interest is also a prejudicial interest, the Member should then withdraw from the room or chamber.

AGENDA

1. **APOLOGIES**
2. **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointment of Substitute Members.



3. **MINUTES** (Page 3)

To confirm the attached Minutes of the meeting of the Committee held on 9 September 2008.

4. **DISCIPLINARY AND GRIEVANCE POLICY AND PROCEDURE** (Pages 4-26)

To consider the attached report of the Human Resources Manager.

5. **EXCLUSION OF THE PRESS AND PUBLIC** (Page 27)

The recommendation is attached.

MATTER WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

6. **JOB EVALUATION** (Paragraph 4 – Information relating to consultation or negotiations in connection with labour relations) (Pages 29-77)

To consider the attached report of the Chief Executive.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact: Pauline Hodding, Democratic Support Officer, telephone: (01304) 872305 or email: pauline.hodding@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.